



New Jersey Department of Children and Families Policy Manual

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Repeat Reports/Referrals

6-22-2009

If more than one report/referral on the same incident of abuse or neglect is received at SCR, it is not necessary to do separate investigations. SCR documents the second report as Related Information (RI) on a new Screening Summary, DCF Form [1-1](#), completed in NJS. If reports come in on the same date/before the initial report is locked, document the additional call(s) in the original Screening Summary.

When reports received within a short period of time allege different incidents or types of abuse or neglect, SCR records each incident on a separate Screening Summary, DCF Form [1-1](#), and assigns it to the Local Office for investigation. If subsequent reports of child abuse/neglect are received on the same family before the SCR Screener completes the intake, Screening Summary, DCF Form [1-1](#), the additional information may be added to the original Screening Summary. If subsequent reports are received at SCR after the assignment is made to the Local Office, the Screener completes another Screening Summary, DCF Form [1-1](#), to document the second, and any subsequent, report. The Local Office assignees these reports to one, "assigned Worker," who investigates all the reports, and makes a separate finding determination to address each separate allegation. The assigned Worker can complete one Investigation Summary, DCF Form [2-1](#), if the reports are received/assigned within the intake period (within 60 calendar days of SCR assigning the report to the Local Office for response).

If, upon investigation/intervention, the assigned Worker finds additional allegations/incidents of child abuse/neglect, he or she advises his or her Supervisor, and documents these findings in the Investigation Summary, DCF Form [2-1](#), in NJS. The assigned Worker is not required to report these additional allegations to SCR.

If, upon intervening in a child welfare service assessment referral assigned by SCR, the assigned Worker finds child abuse/neglect, he or she is required to report the allegation to SCR, to generate a CPS report.

See [CP&P-II-A-1-100](#), State Central Registry (SCR) - Centralized Screening.

Repeated Unfounded Referrals

4-4-2005

In situations where very recent investigations have shown no evidence of the alleged incident or other problems, and the reporter alleges the identical incident, with no additional evidence, the assigned Investigator may inform the reporter that investigations have proven the allegation to be unfounded, and that an additional, "new" investigation will not be conducted.

The reporter is advised to contact the State Central Registry or the local CP&P office again, if he or she has further allegations or evidence of that incident or another problem comes to his or her attention. It is critical in these situations to explore with the reporter how his or her allegations may be verified or how CP&P might obtain additional information to assist in an accurate assessment of the presenting problem. All reasonable alternatives are pursued before making a determination that a CPS report is "unfounded" at screening.